



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY

WASHINGTON, D.C. 20460

MEMORANDUM

TO: JuanCarlos Hunt, Director
Office of Civil Rights

FROM: Amanda Sweda, Senior National Reasonable Accommodation Coordinator
Office of Civil Rights

Amanda Sweda

Kristin Tropp, National Reasonable Accommodation Coordinator
Office of Civil Rights

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DATE: November 20, 2020

SUBJECT: Fiscal Year 2020 Reasonable Accommodation Data

In Fiscal Year (FY) 2020, the Reasonable Accommodation (RA) program processed a total of 606 requests. Of the 606 requests, 498 were initiated in FY 2020 and 108 were initiated in FY 2019. The 108 requests initiated in FY 2019 were in pending status on September 30, 2019 and were carried over and completed in FY 2020.

The following is a summary and analysis of the RA requests that were initiated in FY 2020:

Of the 498 requests, 470 were initiated, processed, and concluded in FY 2020. 28 requests remain in pending status and have been carried over to FY 2021 to continue processing.

- 392 requests were approved;
- 6 requests were denied;
- 7 requests were denied under reasonable accommodation (RA) but were offered some relief outside of the RA process;
- 35 requests were withdrawn by the employee; and
- 30 requests were closed¹.

Of the 498 FY 2020 requests, two (2) were from new employees and three (3) were from applicants. There were no Personal Assistance Services (PAS) requests initiated in FY 2020.

¹ Employee resigned, retired or separated from the Agency or in some cases passed away; therefore, a decision for the request was no longer needed and was closed without a final decision.

In FY 2020, the Agency processed and concluded 469 of the 470 requests (or 99.7%) within the time frames identified in EPA Reasonable Accommodation (RA) Procedures with an average processing time of 16.4 days. The Agency has attained a 90% or greater processing rate for *ten* consecutive years.

In FY 2020, the most requested items or types of accommodations were:

1. Telework (full-time, additional day, episodic, etc.) with 205 requests²;
2. Assistive technology (AT) equipment as well as equipment such as ergonomic keyboards (combined) with 78 requests;
3. Sit/stand desks with 74 requests;
4. Computer equipment such as larger monitor, mouse, etc. with 61 requests;
5. Modified work schedule (start/end times) with 31 requests; and
6. Facilities related requests such as small refrigerators, space heaters, workspace modification, and changes to lighting with 35 requests.

The National Reasonable Accommodation Coordinators (NRACs) delivered 12 training sessions to a total of 280 participants. The 12 training sessions included Agency-wide trainings delivered in person and virtually, as well as trainings for the below offices:

- Region 3 (Philadelphia);
- Region 6 (Dallas);
- Office of Inspector General (OIG);
- Office of Mission Services – Office of Acquisition Solutions (OAS); and
- Office of the Chief Financial Officer (OCFO).

Trainings were also conducted for new 5 Local Reasonable Accommodation Coordinators (LORACs) in May as well as recertification training for all 24 LORACs in September.

If you have any questions about the reasonable accommodations processed during FY 2020, please do not hesitate to contact us.

Cc: Kevin Bailey, Deputy Director
Cynthia Darden, Assistant Director Title VII
Michael Nieves, Assistant Director, Affirmative Employment Analysis and Accountability

² During FY 2020, the Agency continued to process telework requests through February 2020 as a result of the July 2019 changes to the American Federal of Government Employees (AFGE) telework policy. Starting in March 2020 before the Agency encouraged and provided telework and scheduling flexibility to all employees, there was an initial increase of reasonable accommodation telework requests due to the COVID-19 pandemic. Since March 2020, there has been a small but steady trickle of employees who have requested telework for when the Agency moves into Phase 3 or beyond.